

Instructions for Dynacal Online Calendar

Go to <http://dynacal.com>

Click the customer login box on the right

Organization Name: wyomingcityschools

Username: last name first initial

Password: **online**

Click on the **Reservations** tab

First set up your default view

The following steps are for the view that I recommend. Click on **Calendar View**, then **Resources**. Click **Check All** then click **Go** to choose all of the resources.

Click on **# of Days in View** , choose **Week**, then click **Format** choose **Calendar**. On the top right side click **Make This My Default View**.

To view all resources use the blue arrows to scroll through the resources.

To add an event click on the **Add General Event** button located on either side of the calendar.

Next click the **Resource Tab** at the top which is next to the **Event Detail Tab**

Choose the resource that you want to reserve, then click **Save**